

Maricopa County Digital Recording Standards

Directory Structure: Title Company Directory Share
Months 01-12
Days 01-31

Example:
January 1, 2003 for MarCo Title

Directory: MarCo Title\01\01\
Directory will be closed off at 5pm (Arizona Time).
Please note that Arizona does not observe Daylight Savings Time.

File Structure:

Order Number-Number of Pages-Number of Files-Sequence of File-Affidavit Flag-Addendum Flag.tif
12345 - 10 - 1 - 1 -Y -A .tif
12345-10-1-1-Y-A.tif

NAMING FILES DOCUMENTS

Order Number: 12345
Number of Pages: 6
Number of documents with the order: 2
Sequence of document: 1
Affidavit Flag:
Addendum Flag:

File Name: 12345-6-2-1--.tif
Your order number may contain up to 20 characters and consist of numerals, letters, or a combination of both. It cannot contain spaces or special characters.

AFFIDAVITS OF VALUE

Example:
Order Number: 12345
Number of Pages: 10
Number of documents with the order: 6
Sequence of document: 2
Affidavit Flag: Y
Addendum Flag:
File Name: 12345-10-6-2-Y-.tif
The Affidavit of Value is scanned as though it is a document itself and must be the next file following the deed it is associated with.

RE-RECORDINGS

Example:
Original order Number 12345
Number of Pages: 11
Number of Documents with order: 2
Sequence of document: 1
Affidavit Flag:
Addendum Flag is set at: A (if the digital image is being re-recorded for the first time)
B (if the digital image is being re-recorded a second time)
C (if the digital image is being re-recorded a third time)
And so on, through Z

File Name: 12345 -11-2-1--A.tif

An Affidavit of Value would be 12345-1-2-2-Y-A.tif

Note: Do not use this format for re-recording a document that was NOT digitally recorded originally. All files sent under one order number must be formatted this way. If not all are re-recordings, you may use a new order number in which case none of the documents will be flagged with the addendum, or you may use the original order number and flag ALL of the documents with the addendum.

GROUP EXAMPLE

Order number 12345 consisting of a two page Joint Tenancy Deed, a one page Affidavit of Value, a one page Disclaimer Deed, and a fifteen page Deed of Trust, to be recorded in that order. The files would look like:

12345-2-4-1--.tif
12345-1-4-2-Y-.tif
12345-1-4-3--.tif
12345-15-4-4--.tif

The same package submitted for re-recording would look like (with a cover sheet added to each for the new recording label):

12345-3-4-1--A.tif
12345-2-4-2-Y-A.tif
12345-2-4-3--A.tif
12345-16-4-4--A.tif

FORMAT FOR SUBMITTING IMAGE FILES

Note: All form requirements of ARS 11-480 apply to the documents.

Tiff Format Group 4

Resolution 300x300 dpi

Black and white images only.

Your scanner must be able to send multi-page tiff file formats.

Documents must be 8 ½ x 11 or 8 ½ x 14 inches in size.

Any individual PAGE cannot be over 1MB in size.

These parameters are checked, and if necessary rejected, automatically when we open the file for recording.

LABELING THE RECORDED DOCUMENTS

Labels may be printed on mailing type labels. If not using dedicated digital recording software, your IT staff should be able to set you up to print the label text (.txt) files we provide on standard printers, using a "mail merge" type program to add the additional information as show below. Providing the .txt file is the extent of our responsibility in labeling the documents. You are responsible for printing and applying the labels to the correct documents in a timely manner. PLEASE PRINT LABELS THAT WILL BE LEGIBLE WHEN COPIED OR SCANNED!

Information provided on the .txt file is:

Recording number, time of recording, filename, affidavit "Y" or "N"

Example for a document:

Recording Number: 19990702644

Time of recording: 01/03/2003 16:44

Filename: 318092-2-4-1--

Affidavit: N

Text (.txt) File Entry: 19990702644,01/03/2003 16:44,318092-2-4-1--,N

Example for an Affidavit of Property Value:
Recording Number: 19990702644
Time of recording: 01/03/2003 16:44
Filename: 318092-1-4-2-Y-
Affidavit: Y

Text (.txt) File Entry: 19990702644,08/09/1999 17:44,318092-1-4-2-Y-,Y

TO YOUR RECORDING LABEL YOU WILL NEED TO ADD THE FOLLOWING:

Official Records of
Maricopa County Recorder
Helen Purcell

Electronic recording

Last Revised 03/03/2005